Checklist for Adding a Previously Registered Business to SCBOS

If SCBOS <u>does</u> find a record of your business at Secretary of State (SOS) or Dept. of Revenue (DOR), SCBOS will direct you to enter only enough information to identify your business. Sometimes this is referred to as adding to SCBOS a previously registered business. There is no cost for this application.

If SCBOS can positively identify your business at the Secretary of State's office or the Dept. of Revenue, your business will be added to SCBOS user workspace and the associated Licenses/Permits/Registrations will be available through SCBOS. This action will enable you to apply for additional Licenses/Permits/Registrations without entering ownership, management, location and other information. If SCBOS cannot positively identify your business, the application must be manually reviewed. This may take a half a day during which time you may have to wait to apply for additional Licenses/Permits/Registrations until the application is processed.

You need to be prepared to answer various questions asked by the online application. Information requirements are listed below.

- Type of business (LLC, Corporation, etc.)
- Residency (Domestic – originally registered with South Carolina; Foreign – originally registered outside of South Carolina).
- Legal business name as it exists on the records of the Secretary of State or if the business is a partnership or Sole Proprietorship, as it exists at the Dept. of Revenue.
- Social Security Number (LLC Single Member or sole proprietorship) or Federal Employer Identification Number (for all other entity types) of the business
- Does the business have employees (owners are normally not considered employees)
- Industry Classification (NAICS Code) – tables are provided
- Secretary of State (optional)
    - Secretary of State Corporate ID (CorpID). The Corporate ID can be determined by going to www.scsos.com and doing a search using the business name. The five digit number after the word CORP in the title of the screen is the Corporate ID
    - Date of Charter / SC Authority
    - File number for the business registration at the Secretary of State
- Dept of Revenue Identifiers (optional)
    - Single Identification Number (SID). The SID is on all correspondence related to Withholding and Retail Sales Tax Licenses
    - Retail Sales Tax Number

- o   Withholding Tax License Number
- o   Business Personal Property Tax License Number
- o   Corporate Tax ID (entities taxed as a corporation only)
- Location or Trade Name of the business (this name may be the same as business name)
- Physical location of the business. This location is the main or principal location of the business. For foreign businesses (businesses originally registered outside South Carolina) this will usually be a location outside South Carolina
- Whether there are permits on file with the South Carolina Dept. of Health & Environmental Control (DHEC)

You start getting familiar with SCBOS by checking out the tutorials which will take you step by step through the SCBOS Web site with topics including: How to Use the SCBOS Tutorials, How to Login for the First Time, and South Carolina Business One Stop (SCBOS) Overview.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.com and create a user account by clicking on the "New User" button. Once you've setup your new user account and have created a personal profile with "Secret Questions" to protect your identity, proceed to "User Workspace" and click on "Registrations" located on the top navigation toolbar. Select "Start New Business" or "add Existing Business" and work your way through each question. Remember, you can always hit the "Pause" button to save your Application and resume at a later date.